standardize  
sort  
shine  
set in order  
sustain
The 5s Numbers Game

5s is often one of the first steps in a LEAN project

Sort
Set in order
Shine
Standardize
Sustain
5S – Set Up

- In approx. 30 min. you will feel what it’s like to be on a LEAN improvement team
  - Experience frustration of performing what should be a simple task in a disorganized workplace
  - Experience the incremental improvement of using 5s

- Each step will take you further into 5s
  - It is important to NOT look ahead
  - Each step is simple to follow
  - Peaking ahead will “spoil” your experience

- Will need a pen or pencil
The worksheet on the following page represents the Current State of the Workplace [no peeking]

- Your job is to use a pen or pencil to Strike Out the numbers 1 to 49 in Correct Sequence.
  
  **Example:** 1  2  3

- You have 30 seconds to complete this task

- The timekeeper will tell you when to start and stop

- After time is called record on a Flipchart the how may numbers each individual crossed out
  - Circle the HIGHEST and LOWEST numbers for this round
  - You will have more chance in next rounds
How do you feel about your score?

What appeared to get in the way of achieving a higher score?
We are going to implement 5S in your area the first step is **Sort**

*Our initial analysis shows number 50 to 90 are not essential to our daily task … they have been removed from the work area*

- In a moment you will repeat “strike out” task

- Same rules apply
  - Pen to strike out numbers 1 – 49 in sequence
  - 30 seconds when timekeeper says start and stop

- After - record on a Flipchart - Circle the HIGHEST and LOWEST for your group
How do you feel about your score?

What appeared to get in the way of achieving a higher score?
After some improvement we’ll move to the next step

**Set In Order** (a.k.a “Straighten”)

- We have installed some racking on the job site using a 3 X 3 grid

- We have organized the numbers
  - #1 is in bottom left, 2 in middle left, 3 in top left, 4 in bottom middle, 5 in middle middle… and so on up to 49

- Strike out 1-49
- Same rules apply – 30 sec.
- Record

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How do you feel about your score?

What appeared to get in the way of achieving a higher score?
We will skip step 3 “Shine and move to the step 4

**Standardize**

*After an in-depth work flow analysis, we installed a more detailed racking system*

- We re-organized the numbers in a **Standard Way** to ease the completion of the task
- Strike out 1-49
- Same rules apply – 30 sec.
- Record
How do you feel about your score?

What appeared to get in the way of achieving a higher score?
Quality Audit Alert:

- We have recently discovered 2 numbers are missing.
- We can not finish our work without them.
- Your team’s task is to identify the two missing numbers.
Find Missing Numbers

In a moment we will…

- Start timer
- Flip over page
- Find missing numbers
  - Let your team know without telling other teams
  - Raise your hands when you find the missing #s
- Timekeeper – will call out the number of shifts
  - Shifts are 30 seconds long
- Track number of shifts to find missing #s
Find Missing Numbers

*Let's try that again in a workplace that has experience with **Sort, Set in Order** and **Standardization** steps of **5S**.*

- Same process - Find missing numbers
- Track number of shifts
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Payoff Questions

- What did you learn playing the 5S game?

- What does this have to do with your workplace?

- Consider some specific things you do
  A Key Process or Service
    - How would you apply 5S?
    - What difference would it make?
Standardize → Sort → Shine → Set In Order → Sustain
Eliminate Micro-Waste

- Cumulative Stress Disorders
- Accidents
- Safety

Why
- Kaizen Mind
- Appearance
- Customers
- Pride
- Walking
- Reaching
- Transport
- Searching
- Space
- Defects
- Communication

Errors

- Customers
How (Tools)

- Kaizen Events
- Process Maps
- Visual Control
- Checklists
- Reach Zones
- Spaghetti Diagrams
- Teamwork
5s – Gone Wrong
End

Handouts for 5S game on following slides
5s Exercise

No Peeking
Current Workplace

Sheet 1

No Peeking
Sort

Sheet 2

No Peeking
Set in Order

Sheet 3

No Peeking
Standardize

Sheet 4

No Peeking
Find 2 missing Numbers

Sheet 5

No Peeking
Find missing numbers after 5S

Sheet 6

No Peeking